



LAND USE APPLICATION/APPEAL CHECKLIST

This form is to be used for (check the appropriate box):

- | | | |
|---|--|---|
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Initial Zoning |
| <input type="checkbox"/> Change in a Non-Conforming Use | <input type="checkbox"/> Variance | <input type="checkbox"/> Appeal |

Public Hearing

Public Hearing Date: _____ Public Hearing Time: _____

Application Deadline: _____

Submittal Requirements

A complete application includes the following:

1. ☐ Land Use Application
2. ☐ Current copy of recorded deed with legal description
3. ☐ Application fee of: _____
4. ☐ Site plan with all existing and proposed structures, parking, setbacks, property boundaries, etc
5. ☐ Detailed narrative of how the application meets the criteria for approval or reasons for filing an appeal)
6. ☐ Exhibit A (Adjacent Property Owner Information)
7. ☐ Exhibit B (Petition)
8. ☐ Exhibit C (Notice of Public Hearing form & proof of publication from DCI)
9. ☐ Exhibit D (Certification of Notice to Property Owners & Sign Posting)



Public Noticing Requirements

1. The applicant must have a notice of the public hearing published in the local newspaper, the Delta County Independent (DCI) at least seven (7) days prior to the date of the hearing (see Exhibit C). The local newspaper is published once each week on Wednesdays. The submittal deadline to post an ad with the DCI is the Friday prior. The applicant must obtain "Proof of Publication" from the DCI and submit it to the Planning Department prior to the meeting.

Notice to Newspaper Deadline: _____

Publication Date: _____

2. The applicant must deliver a copy of the Petition (Exhibit B) and a copy of the Public Hearing Notice (Exhibit C) by U.S. Mail or by hand to all property owners listed on the Adjacent Property Owner Information sheet (Exhibit A) at least fourteen (14) days prior to the scheduled hearing. Property owners should be advised to return signed petitions before the date of the hearing, indicating approval or objection, to the City of Delta Planning Department at 360 Main St., Delta, CO, 81416. Property owners to whom the notice is hand delivered must be given an opportunity to sign the petition indicating whether they approve or object to the request. (Remember to sign Exhibit D)

Notice Deadline Date: _____

3. The applicant must post a sign (or signs) supplied by the City upon the property under consideration in such a way that the sign is easily visible from all abutting streets. The sign will briefly describe the requested action and give the date, time and location of the public hearing. The sign must be placed at least seven (7) days prior to the hearing and must be maintained continuously by the applicant until the Planning Commission takes final action. (Remember to sign Exhibit D)

Sign Posting Deadline: _____

NOTE: The applicant or his/her representative should attend the public hearing (see #2 above) to explain the request, answer questions, and present evidence to establish that the applicable criteria are met. If the applicant is not the property owner, authorization to act on the owner's behalf must be attached to the application.

Please review the criteria for your request. The Delta City code provides that the Planning Commission and/or City Council may approve requests only if it determines that the appropriate criteria have substantially been met.

ADJACENT PROPERTY OWNER INFORMATION (Exhibit A)

List the parcel number, name and mailing address of all property owners within 100 feet of any portion of the area under consideration, and property address. This information can be obtained from the Delta County Assessor's office at the county courthouse or from the internet at www.deltacounty.com.

PARCEL #

NAME AND MAILING ADDRESS

PROPERTY ADDRESSThis image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

* If additional space is needed, please provide the required information on a separate sheet of paper.



PETITION (Exhibit B)

- | | | |
|---|--|---|
| <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Initial Zoning |
| <input type="checkbox"/> Change in a Non-Conforming Use | <input type="checkbox"/> Variance | <input type="checkbox"/> Appeal |

Address of property under consideration: _____

Date of Public Hearing: _____

I, as a property owner of property within 100 feet of the area under consideration, have been informed of and hereby **APPROVE** of the request.

SIGNATURE

NAME (print)

STREET ADDRESS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, as a property owner of property within 100 feet of the area under consideration, have been informed of and hereby **OBJECT** to this request.

SIGNATURE

NAME (print)

STREET ADDRESS

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Please return this form to the Planning Department at 360 Main St ***before*** the date of the hearing.

\\\\cityhall\\commdev\\Planning\\Applications Checklists & Handouts\\CHECKLIST - Land Use Application.doc



Community Development

360 Main St • Delta, CO 81416 • www.delta-co.gov

Phone (970) 874-7903 • Fax (970) 874-6931



Notice of Public Hearing (Exhibit C)

Notice of Public Hearing

Notice is hereby given that the City of Delta _____ will hold a public hearing on _____, _____, at _____ p.m. in the City Council Chambers, 360 Main St, to consider a request for the property located at _____ as follows:

Published in the Delta County Independent on _____, _____

*Applicant is responsible for payment of publication costs.

**Attach proof of publication from the delta county independent.

***A brief description of the action being requested for the property in question along with the address of the property is required to be included in the Notice of Public Hearing. If there is no address available, then a relationship to either a street, other property with an address, or other known landmarks must be used to identify the property location.



CERTIFICATION OF NOTICE TO PROPERTY OWNERS (Exhibit D)

I, _____, applicant, hereby certify that I personally mailed or hand delivered to the required property owners notice of public hearing before the City of Delta Planning Commission/City Council regarding the request. Notices were mailed or hand delivered on the _____ day of _____, _____.

Applicant's Signature

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CERTIFICATION OF SIGN POSTING (Exhibit D)

I, _____, applicant, hereby certify that I personally posted notice of public hearing before the City of Delta Planning Commission/City Council on the property under consideration on the _____ day of _____, _____.

Applicant's Signature